

The Danvers Retirement System is seeking proposals from qualified entities to submit proposals for Investment Consultant Services for a term not to exceed seven (7) years. You may request a copy of the RFP by contacting Susan Little at slittle@danversma.gov.

The deadline for submitting a proposal is by November 21, 2018, 1:00PM EST in the offices of the System, Town Hall, 1 Sylvan Street, Danvers MA 01923

One physical copy of the proposal must be received by November 21, 2018, 1PM EST.

Each proposal must contain Technical and Price information. Technical information shall include the PERAC New Vendor Contact Information Form C-2281, PERAC New Vendor Disclosures Form C-0576, PERAC Vendor Certification Form C-8135, PERAC Placement Agent Statement for Investment Management Form C-1034, Letter of Transmittal, Vendor Description, Certificate of Non-Collusion, Statement of State Tax Compliance, and List of References. Each proposal should be included in a sealed envelope, with the name of the submitting firm clearly marked on the outside. Please also submit one complete electronic file in PDF format to: slittle@danversma.gov

All necessary PERAC forms must be included (see <https://www.mass.gov/lists/perac-compliance-investments-forms#compliance-&-investments-forms-for-vendors->).

Please send the envelope to:

Susan Little, Retirement Assistant
Danvers Contributory Retirement System
1 Sylvan Street
Danvers, MA 01923

Questions concerning this RFP must be submitted in writing to: Susan M. Little, Retirement Assistant, Danvers Retirement Board, Town Hall, 1 Sylvan Street, Danvers, Massachusetts 01923 before November 21, 2018, 1:00PM EST. Questions may be hand-delivered, mailed, emailed. Written responses will be hand-delivered, mailed, emailed to all individuals or firms on record.

Please note: telephone inquiries to the System will not be accepted.